

## **POSITION DESCRIPTION**

### **IS Business Automation Analyst - Electronic Security Systems Specialist**

#### **Division of Capitol Police**

## **POSITION SUMMARY**

Under the general supervision of a Police Sergeant, this position is responsible for providing computer, multimedia, teleconference and audio-visual support to local and teleconferenced meetings, conferences, training and special events at the State Capitol, the Executive Residence and other state office buildings managed by the Department of Administration. This position is responsible for managing and developing the electronic security management program for the Department of Administration. The systems must work in conjunction with the existing security program utilized by the department. Those systems include card access, intrusion alarm, video, audio, fire and emergency annunciation systems; computer-based security programs, etc.

This position also assists with the design, implementation, and project management of electronic security and video systems and associated equipment.

## **GOALS AND WORKER ACTIVITIES**

### **25% A. Perform video equipment and systems installation, training, routine maintenance tests, adjustments and repairs.**

A1. Maintain video equipment and technologies in an orderly, clean and ready for use state.

A2. Use professional electronic test equipment and shop tools to troubleshoot, repair and adjust video equipment

A3. Report problems and provide upgrade recommendations to management for obsolete or failing systems and equipment

A4. Travel to other state-owned and managed office buildings to maintain, troubleshoot, repair or install video systems and equipment.

A5. Train other state office staff on new equipment, software, or video technologies.

A6. Create training documentation for staff use in learning new video systems.

### **25% B. Provide technical support, project management, design, consultation and implementation of video equipment.**

B1. Analyze, AV problems or issues and provide solutions for technical AV problems.

B2. Assist agencies with video systems design and implementation.

B3. Assist in the development of specifications for AV projects within the division.

B4. Assist or lead in the design, implementation, and installation of AV technology equipment and systems including but not limited to: IP surveillance equipment, network video recorders, digital video recorders, various video systems, PA systems, etc.

B5. Determine the scope of work and estimated cost of AV improvements requested by the tenants/agencies and/or Capitol Police.

B6. Provide consultation to Capitol Police and other state-owned buildings or agencies requesting assistance with AV project design or implementation.

B7. Dispatch and coordinate security system installations at state-owned facilities. Coordinate installations by contract vendors.

B8. Monitor the work of contractors to ensure the technical specifications are adhered to,

**25% C. Oversee the building management security systems for the Department of Administration. This system is used in dozens of DOA owned facilities throughout the state as well as great many leased sites throughout Wisconsin.**

C1. Meet with tenant agencies to determine security needs. Assist with planning and developing systems and/or improvements to meet those requests. When designing those improvements ensure that they can integrate with the current electronic security system used by the Division of Capitol Police.

C2. Assist tenant agencies and other various associated agencies, establish a draft budget for projects related to electronic security.

C3. Provide project leadership and coordination functions.

C4. Prepare work plans, time estimates, staffing requirements and status reports for systems implementation.

C5. Organize, schedule and direct task assignments to meet project schedules for systems development and implementation.

C6. Coordinate and direct project activities to ensure effective communication and timely interaction with other system components and staff. This will involve coordination with the department's electronic technician or others to ensure that repairs, new installations and other peripheral system upgrades are completed in a timely manner.

C7. Conduct post implementation system evaluation audit to verify that anticipated benefits were achieved, and user requirements are met.

C8. Meet with vendors to determine available products that are suitable both in cost and quality that can be included within the design process to help meet the client's needs.

C9. Ensure that any security system or project designed can be implemented within the Capitol Communications Center and Building Security management programs.

C10. Work and coordinate with other divisions to ensure that the policies and goals of the division are met in regard to proposed security plans and projects.

C11. Assist the Division Administrator (Chief) with developing the annual budget for the areas of electronic security, telecommunications and emergency communications. Budget forecasts must be developed for any anticipated projects prior to submitting the annual budget

C12. Review security plans submitted by other divisions and departments to determine if the Capitol Police can be of assistance and the plans meet the criteria established for our agency to act as a service provider.

C13. Meet with the various division bureau managers, tenant agencies and leased site managers affected by the security management system on a regular basis to discuss improvements to the service provided by the building security management system.

C14. Monitor activity on the security management system on a regular basis. When problems occur, take prompt action to address the problem.

**25% D. Coordinate the administration of the building access card program to ensure that only authorized persons receive access cards. This requires that agencies and individual's assigned cards adhere to the policies and rules established for card access in facilities controlled by the Department of Administration.**

D1. Authorize the issuance of building access cards to agencies and individuals that you determine are authorized to have access.

D2. Prepare card usage reports to determine if correct usage has taken place. Inform agencies when issued access cards have not been utilized for an extended period of time.

D3. Define the operations of the program used to run the card access system.

D4. Research new technology as it becomes available to replace existing technology to provide better quality service to our clients or to reduce costs for our department or other state agencies.

D5. Serve as the division's representative when meeting with tenant agencies, outside departments and others. As representative, determine the path the department should take in establishing new projects and or developing new plans and procedures for installation, maintenance, purchase or use of new card access systems.

D6. Establish and review security policies and procedures to ensure the integrity of the card access program. This would include establishing a plan to deal with lost and stolen cards and unauthorized card usage.

D7. Maintain a record base of all cards that have been issued included data such as agency, hours, days and facilities authorized by the access card. Ensure that this record base is periodically backed up on computer.

### **Knowledge, Skills, and Abilities**

1. Knowledge of analog, digital, and recording equipment and systems.
2. Ability to manage work duties by planning, prioritizing, scheduling, and expediting requests.
3. Ability to read and understand operation manuals, technical drawings, blueprints and related documents, and basic mathematical skills.
4. Ability to troubleshoot, repair, and maintain video systems.
5. Knowledge of methods, materials and equipment use in video systems, FCC rules and standards.
6. Advanced engineering and troubleshooting system knowledge.
7. Proficient computer skills in applications for Microsoft Word, Excel, Access and related databases.
8. Effective verbal and written communication skills.
9. Ability to safely lift up to 40 pounds on a semi-routine basis with or without accommodation.
10. Proficiency with MS Office.

### **Special Requirements**

- A valid driver's license is required for this position as travel may be required on occasion.